

FEDERAL AVIATION ADMINISTRATION
April 2, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 3

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Revisions to the Method of Paying Subsistence Expenses.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 edition of the Federal Aviation Administration Travel Policy (FAATP) to establish a fixed per diem rate for extended stay travel to the Washington, D.C. area and Atlantic County, New Jersey, and to clarify issues related to the fixed payment for subsistence expenses.
2. **When are these revisions effective?** The revisions are effective January 1, 1999.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. On December 2, 1998, the General Services Administration (GSA) issued Federal Travel Regulation (FTR) Amendment 75 (67 FR 66673), which modifies the method in which subsistence expenses are paid. Prior to December 2, 1998, GSA issued CONUS per diem rates which included a component for taxes in the maximum lodging amount. FTR Amendment 75 established new CONUS per diem rates, which do not include a component for State and local lodging taxes in the maximum lodging amount.
 - b. FTR Amendment 75 splits certain localities into separate subdivisions, and establishes a separate per diem rate for each subdivision of the locality. For example, the Washington, D.C., per diem rate previously applied to the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland. The per diem rate for Washington, D.C., for 1998 was \$168. FTR Amendment 75 establishes a separate per diem rate for each one of the subdivisions, with the per diem rates ranging from \$113 for Loudoun County (including Dulles Airport) to \$168 for Alexandria. The per diem rate for Washington, D.C., is now \$161, which is a reduction of \$7.
 - c. In addition, FTR Amendment 75 establishes new seasonal rates for specific localities, including 4 separate per diem rates for Atlantic County, New Jersey, which includes Atlantic City. The rates vary from \$ 107 to \$140 per day.
 - d. FTR Amendment 75 also establishes a new M&IE rate of \$46 per day for certain localities.

- e. The FAATP was modified in FAATP Amendment 2 to reflect the changes in FTR Amendment 75.
- f. FAATP Amendment 2 implemented the new \$46 M&IE rate for applicable localities, but did not provide the FTR allocation of meals and incidental expenses for the new M&IE rate. This amendment adds the FTR allocation of meals and incidental expenses to the FAATP.
- g. The existing FAATP policy for employees receiving a flat rate payment for subsistence expenses is that the employee does not receive any additional reimbursement for subsistence expenses. This amendment reiterates the existing policy that employees will not receive any additional reimbursement for subsistence expenses, including lodging taxes, when an employee receives a fixed rate per diem.
- h. The per diem rate for all subdivisions of the Washington, D.C., area except Alexandria Virginia, are lower than the previous rate for the Washington, D.C., area. This has led to an inequitable result for employees performing extended stay travel in the Washington, D.C., metropolitan area. Therefore, this amendment continues the higher previous fixed rate for employees performing extended stay travel in the Washington D.C., area.
- i. The new seasonal rates for Atlantic County, New Jersey, have caused an inequitable situation for employees performing extended temporary assignments at that location. Given the number of assignments to the William J. Hughes Technical Center, this amendment establishes a fixed rate that will provide equitable treatment to employees performing extended TDY assignments in the area.
- j. This amendment also clarifies that the extended stay travel fixed rate does not apply to travel to a foreign area. The payment of subsistence expenses for employees performing extended stay travel to a foreign area are governed by the same rules governing all other types of travel. Thus, an employee who performs extended stay travel to a foreign area is entitled to a lodgings plus per diem unless FAA authorizes a special fixed rate per diem or ASEA, or the employee is staying in Government quarters which provide kitchen facilities.
- k. The existing FAATP policy for employees transferring to a post of duty, is that he/she is entitled to limited relocation benefits upon return to CONUS. These benefits include travel of the employee and transportation of the employee, the employee's immediate family, and household goods. This entitlement does not require the signing of a service agreement. If an employee is authorized a permanent change of station (PCS) from a post of duty to a new official station within CONUS, the employee receives additional allowances related to the PCS and must sign a service agreement, even if he/she is transferred back to his/her designated place of residence. This amendment clarifies the FAATP concerning FAA policy governing when a service agreement must be signed in

connection with employees returning from a post of duty outside the Continental United States (CONUS) after completing an assignment.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

- a. Section 301-11.7(c) is amended by removing the reference “§ 301-11.200(d)” and by adding in its place the reference “§ 301-11.200(f)”.
- b. Section 301-11.7(d) is amended by removing the reference “§ 301-11.200(e)” and by adding in its place the reference “§ 301-11.200(g)”.
- c. Section 301-11.8 is revised to read as follows:

§ 301-11.8	For extended stay travel to a nonforeign area what method will FAA use to pay the allowance for my subsistence expenses?	<p>FAA will use the fixed rate per diem method as provided in § 301-11.200 (b) through (f) of this part to pay your subsistence expenses. FAA may, however, authorize an exception to this requirement in which instance FAA may authorize you to use a method as provided in § 301-11.7 of this part, only if:</p> <ul style="list-style-type: none">(a) Your LOB, staff office, or Office of Chief Counsel determine that extenuating circumstances exist. Examples of extenuating circumstances are:<ul style="list-style-type: none">(1) Assignments to remote locations;(2) Assignments to locations where reduced lodging is not available; and(3) Short notice assignments;(b) Your LOB, staff office, or Office of Chief Counsel authorizes an exception to the requirement that you use the fixed rate method; and(c) Your LOB, staff office, or Office of Chief Counsel considers establishing an alternative fixed rate per diem under § 301-11.200(a) of this part.
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- d. Old §§ 301-11.9 through 301-11.12 are redesignated as §§ 301-11.10 through 301-11.13, respectively, and new § 301-11.9 is added to read as follows:

§ 301-11.9	For extended stay travel to a foreign area what method will FAA use to pay the allowance for my subsistence expenses?	<p>FAA will pay your per diem using the lodgings plus per diem method as provided in subpart B of this part unless:</p> <p>(a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part;</p> <p>(b) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(f) of this part; or</p> <p>(c) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA.</p>
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- e. Section 301-11.73(d) is amended by removing the reference “§ 301-11.214” and by adding in its place, “§ 301-11.215”.
- f. Section 301-11.74(b) is amended by removing the phrase “authorized trip home” and by adding in its place, the phrase “voluntary return home”.
- g. Section 301-11.74(c) is amended by removing the reference “§ 301-11.214” and by adding in its place, “§ 301-11.215”.
- h. Section 301-11.104 is revised by modifying the chart of M&IE rates to read as follows:

M&IE	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	10
Lunch	6	7	8	9	10
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

i. Section 301-11.200 is revised to read as follows:

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| § 301-11.200 | Under what circumstances will I receive a fixed rate per diem? | <p>You will receive a fixed per diem rate under the following circumstances:</p> <ul style="list-style-type: none">(a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because:<ul style="list-style-type: none">(1) You are furnished one or more meals a day or lodging at no cost or nominal cost by the Government;(2) You obtain lodging or meals at a reduced cost (e.g., long-term arrangement); or(3) FAA can determine your lodging and meal costs in advance;(b) You are performing an extended temporary duty assignment to a nonforeign location other than the Washington, D.C., area as provided in paragraph (d) of this section or Atlantic County, New Jersey, as provided in paragraph (e) of this section which meets one of the following criterion:<ul style="list-style-type: none">(1) The temporary duty assignment lasts 31 calendar days or more; or(2) The temporary duty assignment involves training which lasts 16 class days or more at a site other than CMD in Palm Coast, Florida;(c) You are performing travel to attend a centralized training course at CMD in Palm Coast, Florida, (FAA will pay for subsistence expenses related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.);(d) You are performing an extended temporary duty assignment to the Washington, D.C., area (including the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland) which meets one of the following criterion:<ul style="list-style-type: none">(1) The temporary duty assignment lasts 31 calendar days or more; or(2) The temporary duty assignment involves training which lasts 16 class days or more; |
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- (e) You are performing an extended temporary duty assignment to Atlantic County (including Atlantic City), New Jersey which meets one of the following criterion:
 - (1) The temporary duty assignment lasts 31 calendar days or more; or
 - (2) The temporary duty assignment involves training which lasts 16 class days or more;
- (f) You lodge for 4 nights or more at no cost in Government quarters which provide kitchen facilities; or
- (g) You are performing temporary duty travel within CONUS and select FAA's fixed rate option for your temporary duty travel instead of lodgings plus per diem (this option cannot be selected if you are authorized a fixed rate per diem under paragraphs (a) through (f) of this section).

j. Section 301-11.202 is revised to read as follows:

§ 301-11.202 **What is my "fixed rate" under the fixed rate per diem method?** Your fixed rate is determined as follows:

If...	Your fixed rate will be...
FAA establishes a fixed rate as provided in § 301-11.200(a),	A rate below the applicable maximum per diem rate that FAA establishes, which will be commensurate with the subsistence costs that you will incur or are reasonably expected to incur.
You are performing an extended temporary duty assignment to a nonforeign area other than CMD, the Washington, D.C., area, or Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(b),	<p>A rate determined as follows:</p> <ul style="list-style-type: none"> (a) Multiply the maximum lodging amount for the locality of your temporary duty assignment as provided in §§ 301-11.21 and 301-11.22 of this part by .6; (b) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and (c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You are performing a temporary duty assignment to CMD, which requires payment of a fixed rate as provided in § 301-11.200(c),	\$ 8, if you are attending an FAA centralized training course at CMD. (FAA will pay for subsistence expenses related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for Government furnished meals as provided in § 301-11.103 of this part.)

If...	Your fixed rate will be...
You are performing an extended temporary duty assignment in the Washington, D.C., area, which requires payment of a fixed rate as provided in § 301-11.200(d),	\$ 102.
You are performing an extended temporary duty assignment in Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(e),	<p>A rate determined as follows:</p> <p>(a) Multiply the maximum lodging amount applicable to Atlantic City, New Jersey during the highest cost season of the calendar year by .6;</p> <p>(b) Multiply the meals portion of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year by .6; and</p> <p>(c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year.</p>
You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities as provided in § 301-11.200(f),	<p>A rate determined as follows:</p> <p>(a) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and</p> <p>(b) Add the amount computed in paragraph (a) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.</p>
You select a fixed rate per diem instead of lodgings plus per diem as provided in § 301-11.200(g),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

k. Section 301-11.205 is amended by removing the reference “§§ 301-11.200 (b) through (e)” and by adding in its place, the reference “§§ 301-11.200 (b) through (g)”.

l. Section 301-11.206 is amended by removing the reference “§ 301-11.200(e)” and by adding in its place, the reference “§ 301-11.200(g)”.

m. Old §§ 301-11.211 through 301-11.214 are redesignated as new §§ 301-11.212 through 301-11.215, respectively, and new § 301-11.211 is added to read as follows:

§ 301-11.211	Will FAA pay me an additional amount for lodging taxes if I receive a fixed rate under this subpart?	No. When you are paid a fixed rate as provided in § 301-11.200(a), however, FAA will consider your lodging taxes when determining the amount of your fixed rate.
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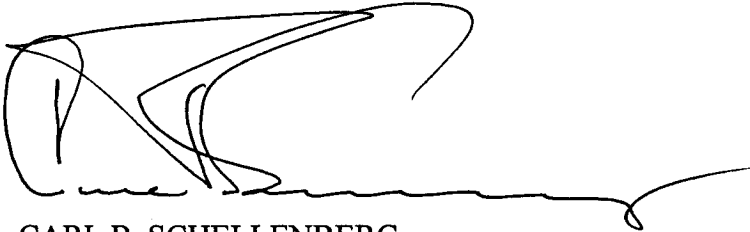
n. Section 302-3.63 is revised to read as follows:

§ 302-3.63	Must I sign a service agreement if I am an employee who is returning from a post of duty outside the Continental United States (CONUS) after completing an assignment?	You must sign a service agreement if you are an employee who is performing a permanent change of station from a post of duty outside CONUS to a new official station within CONUS, even if your new official station is the same station within CONUS from which you transferred to your post of duty outside CONUS. If you are exercising your rights to return to your old official station within CONUS from which you transferred to your post of duty outside CONUS as provided in Part 302-6 of this chapter, however, you do not need to sign a service agreement.
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6. **Why did we make the revisions in this document?** As follows:

- a. Section 301-11.7(c) is amended to change a cross reference to conform with other changes in the amendment.
- b. Section 301-11.7(d) is amended to change a cross reference to conform with other changes in the amendment.
- c. Section 301-11.8 is amended to clarify that its provisions mandating the payment of the 60 percent fixed rate apply only to extended stay travel to a nonforeign area.
- d. New § 301-11.9 is added to clarify that an employee who performs extended stay travel to a foreign area are governed by the same rules governing regular temporary duty assignments.
- e. Section 301-11.73(d) is amended to change a cross reference to conform with other changes in the amendment.
- f. Section 301-11.74 applies to voluntary returns home during temporary duty assignments, not authorized trips home. The language section 301-11.74(b) mistakenly referred to an authorized trip home. This amendment corrects the language.
- g. Section 301-11.74(c) is amended to change a cross reference to conform with other changes in the amendment.
- h. Section 301-11.104 is amended to reflect the allocation of the meals and incidental expenses for the new CONUS M&IE rate of \$46 per day.
- i. Section 301-11.200 is amended to establish a new fixed rate for employees performing extended temporary duty assignments in the Washington, D.C., area, and Atlantic County, New Jersey. The section is also amended to clarify that the extended temporary duty fixed rate applies only to travel to a nonforeign area.

- j. Section 301-11.202 is amended to establish a new fixed rate for employees performing extended temporary duty assignments in the Atlantic County, New Jersey., area. The section is also amended to clarify that the extended temporary duty fixed rate applies only to travel to a nonforeign area.
- k. Section 301-11.205 is amended to change a cross reference to conform with other changes in the amendment.
- l. Section 301-11.206 is amended to change a cross reference to conform with other changes in the amendment.
- m. New § 301-11.209 is added to clarify that an employee will not be paid lodging taxes in addition to the fixed rate.
- n. Section 302-3.63 is amended to clarify that an employee must sign a service agreement if he/she receives a permanent change of station from a post of duty to a new official station within CONUS.

A handwritten signature in dark ink, appearing to read 'Carl B. Schellenberg', with a long horizontal flourish extending to the right.

CARL B. SCHELLENBERG
Assistant Administrator for
Financial Services/
Chief Financial Officer